

**US Department of State**  
**BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS**  
**PROPOSAL SUBMISSION INSTRUCTIONS (PSI)**

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There are two methods of submitting applications to the Bureau of Educational and Cultural Affairs (ECA): 1) paper submission mailed in to ECA by the established deadline and 2) electronic submission done through grants.gov. The following provides guidelines for both submissions. Distinctions are made between paper and electronic submissions when necessary.

**I. TECHNICAL ELIGIBILITY REQUIREMENTS AND GENERAL GUIDELINES**

**A. TECHNICAL ELIGIBILITY**

Technically eligible submissions are those which: 1) arrive at the Bureau of Educational and Cultural Affairs (“the Bureau” or “ECA”) per the deadline requirements established in the solicitation; 2) have heeded all instructions contained in the solicitation documents, including required formatting and completeness of submission; and 3) do not violate any of the guidelines stated in the solicitation and this document. Please Note: Applications for open competitions, which are announced as Request for Grant Proposals (RFGPs) on the Grants.gov and ECA websites, may only be submitted electronically through Grants.gov as indicated in the text of each RFGP.

Submissions should be mailed to:

U.S. Department of State  
Bureau of Educational and Cultural Affairs  
Office of the Executive Director, Program Management Staff  
ECA/EX/PM, SA-5, Floor 4  
Department of State  
2200 C Street, NW  
Washington, D.C. 20037

Applications must be received on the due date as indicated in the RFGP. Those applications received after the due date will be considered ineligible.

**B. TECHNICAL FORMAT**

1. Provide double-spaced Executive Summary and Proposal Narrative;
2. Provide proposal budget per RFGP or solicitation letter guidelines and Proposal Submission Instructions (PSI);
3. Mandatory - Provide completed SF-424 “Application for Federal Assistance,” SF-424A “Budget Information – Non-Construction Programs,” and SF-424B, “Assurances - Nonconstruction Programs;”
4. Number all pages, including proposal narrative, budget and attachments;
5. Use 8 ½” x 11” paper format.
6. Include other attachments, if applicable, i.e., indirect agreements, form 990, SF-LLL etc.

**NOTE for Applications Submitted through [WWW.GRANTS.GOV](http://WWW.GRANTS.GOV)**

In order to apply for a grant through Grants.gov you and/or your organization must complete the Grants.gov registration process. The registration process for an Organization or an Individual can take between three to five business days or as long as four weeks if all steps are not completed in a timely manner. So please register early! Visit [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp) for registration information.

The following link offers an overview of the process to apply for grant opportunities through Grants.gov: [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp)

Proposals submitted through Grants.gov must be submitted in any combination of the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- JPEG images

**It is recommended that applicants merge/consolidate as many of the files as possible into a single Microsoft Word or Adobe Acrobat file.**

**C. TABLE OF CONTENTS**

The following is a list of standard attachments for proposal submissions (both electronic and paper). For paper submissions, the original proposal and the required number of copies indicated in the solicitation document should be arranged in the following order. See POGI for further program-specific guidance, if applicable.

**NOTE:** All organizations submitting a proposal must read, sign and retain in their main administrative offices the forms and/or certificates listed below. The “Assurances - Nonconstruction Programs” (Form SF-424B) must be signed and inserted in the proposal under TAB F (or uploaded for electronic submissions through grants.gov); this form indicates that the applicant is in compliance with all applicable requirements of Federal laws, executive orders, regulations, and policies.

<b><u>TAB A</u></b>	SF-424, “Application for Federal Assistance” (NOTE: for paper submissions only, provide one additional copy of the SF-424 in an envelope marked “Attention: ECA/EX/PM.”)
<b><u>TAB B</u></b>	Executive Summary (One page)
<b><u>TAB C</u></b>	Narrative (Not to exceed twenty pages) Calendar of activities/itinerary, if applicable
<b><u>TAB D</u></b>	Budget Information – Non-Construction Programs (SF-424A) Detailed Budget

<b><u>TAB E</u></b>	Copy of indirect (NICRA) agreement, if applicable Resumes and CVs (Project staff; not to exceed two pages each) Letters of endorsement
<b><u>TAB F</u></b>	SF-424B, “Assurances - Nonconstruction Programs” Include other attachments, if applicable, such as indirect agreements, form 990, SF-LLL, etc.
<b><u>TAB G</u></b>	First Time Applicant Attachments, if applicable.

#### **D. RECIPIENT ORGANIZATIONS**

Pursuant to the Mutual Educational and Cultural Exchange Act of 1961, as amended (Fulbright-Hays Act) the Bureau of Educational and Cultural Affairs of the U.S. Department of State awards grants and cooperative agreements to educational and cultural public or private nonprofit foundations or institutions. If your organization is a private nonprofit which has not received a grant or cooperative agreement from the Bureau in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status. ***Failure to do so will cause your proposal to be declared technically ineligible and will receive no further consideration in the process.***

First Time Applicants: First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to the application the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. **Note:** The Bureau retains the right to ask for additional documentation of those items included on this form.

**Please note:** All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information under Tab E in one of the following ways:

1. Those who file Internal Revenue Service Form 990 or 990-EZ, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
  2. Those who do not file IRS Form 990 or 990-EZ must submit the information above in the format of their choice.
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## **II. FISCAL PLANNING GUIDELINES**

### **A. AUDITS**

The recipient's proposal will include the cost of an audit that:

1. complies with the requirements of OMB Circular No. A-133, "Audits for Institutions of Higher Education and Other Nonprofit Institutions";
2. complies with the requirements of American Institute of Certified Public Accountants, (AICPA), Statement of Position (SOP) No. 92-9, "Audits of Not-for-Profit Organizations Receiving Federal Awards";
3. complies with AICPA Codification of Statements on Auditing Standards AU Section 551, "Reporting on Information Accompanying the Basic Financial Statements in Auditor-Submitted Documents," where applicable. When the U.S. Department of State is the largest direct source of Federal financial assistance (i.e., the cognizant Federal Agency) and indirect costs are charged to Federal grants, a supplemental schedule of indirect cost computation is required.

The audit costs shall be identified separately for:

1. audit of the basic financial statements, and
2. supplemental reports and schedules required by A-133.

### **B. CONFERENCES**

The Bureau of Educational and Cultural Affairs does not support proposals limited to conferences or seminars organized as plenary sessions, major speakers, and panels with a passive audience. The Bureau supports conferences only insofar as they are a minor part of a project with greater duration and scope which is receiving Bureau funding.

### **C. COST SHARING**

The Bureau of Educational and Cultural Affairs encourages cost-sharing, which may be in the form of allowable direct or indirect costs. The recipient of an assistance award must maintain written records to support all allowable costs which are claimed as its contribution to cost participation, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash in-kind contributions must be in accordance with OMB Circular A-110 (Revised), Subpart C (23) "Cost-sharing or Matching," and should be described in the proposal. In the event the recipient does not meet the minimum amount of cost-sharing as stipulated in the recipient's budget, the Bureau's contribution will be reduced in proportion to the recipient's contribution.

### **D. INDIRECT COST-RATE**

An organization with an audited indirect cost rate negotiated with a cognizant federal government agency other than U.S. Department of State should include a copy of the cost-rate agreement as an addendum to the budget. If the applicant currently has an assistance award from U.S. Department of State, the agreement does not need to be submitted unless the applicant has negotiated a new indirect cost rate with a cognizant agency other than U.S. Department during the past 12 months. An applicant must indicate in the proposal budget how the rate is applied. The Bureau of Educational and Cultural Affairs generally does not pay indirect costs against participant expenses.

## **E. INSURANCE**

Exchange program regulations require that all J-1 visa holders carry health and accident insurance. At a minimum, insurance must provide the following benefits:

1. medical coverage of at least \$50,000 per person per accident or illness;
2. repatriation of remains in the amount of \$7,500; and
3. medical evacuation benefits of at least \$10,000.

In addition, a qualified insurance program shall not have a deductible that exceeds \$500 and it must meet other technical standards as specified in the regulations (22 CFR Part 514). The Bureau provides health and accident insurance that is in compliance with 22 CFR Part 514. The Bureau insures international and U.S. participants in a variety of exchange-of-persons programs at no cost to the participants. This insurance is not all-purpose health insurance; it is subject to specific limitations. This coverage is not intended to replace any insurance a participant may already have. Instead, the intent is to supplement existing coverage and to ensure that a participant's basic health is protected in a foreign country.

If the applicant will not be using the Bureau's health insurance, the applicant should budget (under program costs per participant) for insurance. It is expected that participants will be provided with insurance for those periods of actual participation in exchange activities. The period of coverage does not necessarily coincide with the duration of the funded project.

## **F. TRAVEL**

The options an assistance award recipient has for arranging U.S. domestic travel for grantees are: (a) to use own travel agent, or (b) through the Travel Management Center (TMC) at Carlson-Wagonlit Government Travel (1-866-654-5593 or <http://www.cwgt.com>). Under the TMC method, however, travel costs must be a minimum of \$20,000 to utilize this option. The Bureau does not make the travel funds directly available to the recipient organization, but rather sets aside the funds in the assistance award to be accounted for separately as expenses are incurred and liquidated. In order to ensure the set-aside for this purpose not be exceeded, the recipient organization must closely monitor the grant travel costs and advise the Bureau program officer if more (or less) funds are needed than originally anticipated. Detailed instruction on use of the TMC will be provided when the grant/cooperative agreement is awarded. Recipient staff and consultants are not allowed to use TMC. Note: Preferred travel option must be indicated in your proposal narrative.

## **G. TAXES**

Grantees under Bureau-funded projects are responsible for complying with all applicable tax treaties and federal, state and local laws on tax withholding and reporting for project participants. Because of the complexity of current tax laws regarding scholarship and fellowship income, it is strongly recommended that grantees consult with tax counsel regarding such compliance.

### III. GUIDELINES FOR FORMATTING THE BUDGET

#### A. FORM 424A

Recipients must submit the required Standard Form 424A (Budget Information - Non-Construction Programs). This is a standard form designed to assist in budget planning.

Instructions for this form can be found at

<http://www.grants.gov/assets/Forms/InstructionsSF424A.pdf>.

Recipients must also submit the following:

- The required Standard Form 424A (Budget Information – Non-Construction Programs);
- a budget summary;
- a line-by-line budget that provides detailed information on all program and administrative costs, including specific calculations showing how the totals were derived; and
- a budget narrative must be included to provide any additional information or explanations regarding the budget.

When completing the Budget Information section of the 424A, please break out costs according to Program Function, rather than Program Activity. Program Function should be interpreted as *General Program Costs* and *Administrative Costs*. General Program Costs are costs incurred in direct support of the program, for example, travel, honoraria, consultant fees, tuition etc.. Administrative costs are generally limited to staff salaries (including direct program staff and more general organizational support staff), fringe benefits, office supplies, rent, and indirect costs.

1. Section A, Budget Summary, requires the applicant to break out the General Program, and Administrative costs by Federal and Non-Federal (cost-share) Expenses, as in the example below.

#### BUDGET INFORMATION – Non-Construction Programs

OMB Approval No.0348-0044

SECTION A – BUDGET SUMMARY						
Grant Program Function (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Program				\$\$\$	\$\$\$	\$\$\$
2. Administrative				\$\$\$	\$\$\$	\$\$\$

2. Section B, Budget Categories, requires the applicant to break out these costs by Federal and Non-Federal Expenses, as in the example below.

SECTION B – BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	1. Program	2. Partic.	3. Admin.		
a. Personnel	\$\$\$	\$\$\$	\$\$\$		\$\$\$

b. Fringe Benefits	\$\$\$	\$\$\$	\$\$\$		\$\$\$
c. See the SF-424 A for additional line items.	\$\$\$	\$\$\$	\$\$\$		\$\$\$

3. Section C, Non-Federal Resources, requires the applicant to break out General Program, Participant, and Administrative costs by types of Cost-share, whether from the applicant or from other sources
4. Section D, Forecasted Cash Needs, requires the applicant to state the total and then break out by quarter, the forecasted cash needs both by Federal and Non-Federal (cost-share) Expenses.
5. The applicant is not required to complete Section E, Budget Estimates.

## B. BUDGET SUMMARY

Include a budget outlining total program and administrative costs as well as overall total project cost, following the template below. Participant numbers and costs per participant are to be included as well.

	Educational and Cultural Affairs	Cost Sharing	Total
<b>PROGRAM COSTS</b>			
Program costs per participant			
<b>ADMINISTRATIVE COSTS</b>			
Administrative costs per participant			
<b>TOTAL COSTS</b>			
Total costs per participant Number of Participants: _____			

## C. DETAILED BUDGET

Include in your proposal a line-item budget, which breaks out costs under each of the nine main categories of the SF424: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Construction, Other, and Indirect. The budget must be responsive to the solicitation guidelines and as accurately as possible reflect costs associated with program activities outlined in the proposal.

1. The following table provides examples of specific budget categories and line items. The table should not be interpreted as a list of all allowable costs, nor do all of the cost categories below relate to all ECA programs.
  - a. Please refer to the RFGP or solicitation documents to determine which costs are authorized for your specific program.
  - b. You are urged to be as detailed and specific as possible, adding line items if needed.
  - c. If applicable, please include the costs related to the prior-year award in the first two (shaded) columns and the percent increase or decrease in each line item from the prior fiscal year.

- d. Identify administrative costs with an asterisk (\*) next to the appropriate line items.  
Please ensure that the totals match the Administrative totals provided on your SF424 and in the budget summary.

BUDGET CATEGORY	20XX Approved ECA Budget	20XX Actual Expenses	20XX ECA Funds Requested	20XX Cost Sharing	20XX Total Budget	% Change (+/-) [Col. 3 - Col. 1]
<b>I. SALARIES *</b> Indicate each position or individual ( <i>Base salary x % of time x # of months</i> )						
<b>II. FRINGE BENEFITS *</b> ( <i>Base fringe % of salaries from above</i> )						
<b>III. TRAVEL</b>						
<b>1. Staff Travel Costs and Per Diem</b> Identify multiple locations and break out costs accordingly						
a. Round Trip Airfare ( <i>fare x # people</i> )						
b. Per Diem ( <i>rate x # of days x # people</i> )						
<b>2. Participant Travel Costs and Per Diem</b> (or residency costs) Identify multiple locations and break out costs accordingly						
a. Round Trip Airfare ( <i>fare x # people</i> )						
b. Per Diem ( <i>rate x # of days x # people</i> )						
<b>3.</b>						
<b>4.</b>						
<b>3. Ground Transportation</b> ( <i>rate x # of people or # of buses x daily rate, etc.</i> ) Staff or Participant airport transfers upon arrival and departure, bus or van rentals, taxis, etc.						
<b>4. Other Travel Costs</b> (e.g baggage allowance, visas, immunizations etc.) Provide breakdown						
<b>IV. EQUIPMENT</b> Equipment is defined as having a per unit cost of \$5,000 and a service life of more than one year. If the item meets this criterion than all federal procurement policies and procedures must be followed. If an item does not meet these criteria it is considered a supply. ECA awards do not generally support the purchase of equipment						
<b>V. SUPPLIES *</b> Provide line item breakdown for each supply category						
<b>VI. CONTRACTUAL</b> Each Subaward must be listed separately with a detailed line item budget submitted for each. If indirect is charged on a sub-award please include a NICRA						



<b>1. Sub-Recipient Name</b> Attach sub-award detailed budget a. Salaries b. Fringe etc.						
<b>2.</b> Add as many lines as necessary						
<b>VII. CONSTRUCTION</b> ECA does not fund Construction						
<b>VIII. OTHER DIRECT COSTS</b> All other costs that do not fit into the categories listed above. Please indicate with an asterisk (*) which costs are administrative.						
<b>1. Honoraria</b> Generally, any amount over \$250/per day/per person should be cost shared						
<b>2. Book Allowance and Cultural Allowance</b> Standard allowances are \$150/per Person (Book) and \$200/per person (Cultural)						
<b>3. Working Meals</b> Generally, only one working meal per program is authorized unless otherwise noted in the RFGP. Working meals should not exceed \$45/per person with a 2-1 ratio of participants and guests						
<b>4. Communication *</b> Provide line item breakdown for each communication category such as postage, telephone calls, faxes, etc.						
<b>5. Room Rental</b> ( <i>rate x # of days, not to exceed \$250/per day.</i> ) Some high-cost cities may require a higher amount – please provide justification						
<b>6. Interpreters</b> For some programs DOS interpreters may be available (see RFGP)						
<b>7. Photocopying *</b> Please provide a cost breakdown						
<b>8. Audit Costs *</b> A-133 audit costs can be included if they are not part of indirect pool and only the portion of the cost associated with this program.						
<b>IV. Indirect Costs*</b> Provide type (provisional, pre-determined, final) and the base and rate); if indirect is charged please provide a copy of the most recent Negotiated Indirect Cost Agreement (NICRA) _____ %						
<b>TOTAL COSTS</b>						

## **2. Additional Information on Budget Categories**

### **a. Staff Salaries and Benefits**

In general, employees receiving benefits from the applicant organization are considered staff. Consultants hired to assist with the program, who do not receive benefits should be included under Other Direct Costs.

### **b. Staff and Participant Travel Costs:**

All international travel that originates or terminates in the United States, as well as U.S. domestic flights must comply with the Fly America Act. Please break out travel costs:

- i. international airfare
- ii. in-country travel overseas
- iii. domestic travel in U.S.
- iv. group ground transportation (bus rental etc.)

### **c. Staff and Participant Per Diem:**

Total per diem rate (lodging, meals and incidentals) may not exceed established U.S. Government per diem rates. Domestic U.S. Government per diem rates may be found online at the following site: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). A link for foreign per diem is available on this site. Homestays, dormitory stays, hotel room-sharing, and similar means of lowering the per diem cost are permissible.

### **d. Contractual**

If applicable, please include all costs attributed to subrecipients, broken down in the same format as in the SF424 (Staff, benefits, Travel etc.). If the program has more than one subrecipient, include a separate list of line items for each one. Also required for each subrecipient is the DUNs number.

### **e. Other Direct Costs:**

These will vary according to each program. Some examples of program costs in this category include: Orientations, Working Meals (if authorized), room rental, academic fees, cultural allowances, book allowances, participant health insurance, program consultants are possible items.

- i. Orientation: Travel costs and per diem other than for participants, speaker fees, preparation of materials, printing and copying may be included with other expense categories or listed as a separate category. It may be necessary to identify additional costs under this heading, such as room rental.
- ii. Health Insurance: In general, participants are covered by the Bureau's self-insurance policy. Refer to Program Guidelines for clarification.
- iii. Scholarships/Tuition: The applicant must identify costs included when the proposal requests support for academic scholarships or tuition. If only the cost of international travel is requested, this must be clearly identified. If the scholarship includes other administrative and program expenses, each item of expense must be listed and explained to ensure that there is no overlap with other requested budget items.
- iv. Other Programs Costs: These will vary depending on the nature of the project. Academic fees, cultural allowances, and book allowances are possible items. The inclusion of each must be justified.
- v. Administrative expenses such as photocopying, postage, telephone/fax, and printing should be included here as well. The inclusion of each must be justified. See the

RFGP and/or POGI for program-specific information on costs.

- f. Indirect Expenses: See OMB Circular, A-122, “Cost Principles for Non-Profit Organizations”
  - i. If your organization has an indirect cost-rate agreement with the U.S. Government, please include a copy of this agreement as an addendum to the budget.
  - ii. Do not include indirect costs against participant expenses in the Bureau budget, as it generally does not pay for these costs.

#### **D. BUDGET NARRATIVE**

Following the Detailed Budget, please include a Budget Narrative. The budget narrative should elaborate on the detailed budget, not simply repeat with words what is stated numerically in the budget. The narrative is the place to communicate to ECA any information that might not be readily apparent in the budget. For example, in the budget narrative you could:

- 1. Explain how the expense relates to meeting program goals and objectives;
- 2. Explain differences in fares among travelers on the same routes (e.g., project staff member traveling for three weeks whose fare is higher than that of staff member traveling for four months);
- 3. Explain why the number of participants traveling to a program event is different than the number of participants on the program (e.g., fewer participants are traveling to the workshop because they reside in the same location where the workshop will be held)
- 4. Indicate to which costs an indirect rate is applied – to direct administrative expenses, to all direct costs, etc.; or
- 5. Elaborate on staff salaries and benefits as warranted. For example, explain if a program is multi-year, explain any changes in staffing patterns from one year to the next.

#### **E. IMPORTANT INFORMATION ON THE BUDGET AND EXPENSES**

- 1. If there is a limit on administrative costs include both direct and indirect administrative charges, whether or not the indirect charges are based on program or administration expenses.
- 2. Expenses, especially administrative costs, should be cost-shared. Cost-sharing by the applicant organization should be clearly stated in the budget as the applicant’s contribution.
- 3. Preference is given to applicants proposing to waive or substantially cost share indirect expenses in order to utilize the highest possible proportion of funds for direct program costs.

The Bureau of Educational and Cultural Affairs **DOES NOT PAY FOR THE FOLLOWING:**

- a. Publication of materials for distribution within the United States;
- b. Administration of a program that will make a profit;
- c. Expenses incurred before or after the specified dates of the grant;
- d. Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction;
- e. Entertainment expenses;
- f. Contingency funds to cover unexpected costs, including salary increases, increased airfares, other inflationary factors.

## **IV. OTHER GUIDELINES AND REQUIREMENTS**

### **A. DIVERSITY, FREEDOM AND DEMOCRACY GUIDELINES**

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including but not limited to ethnicity, race, gender, religion, geographic location, social-economic status, and disabilities. Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Please refer to the review criteria under the Support for Diversity section for specific suggestions on incorporating diversity into the total proposal. Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau, "shall take appropriate steps to provide opportunities for participation in such program to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of this goal in their program contents, to the full extent deemed feasible.

Suggested elements may include:

#### **1. Program Administration:**

- a. Selection of the U.S. and foreign program participants should reflect all relevant forms of diversity (ethnicity, gender, geographic regions, etc.) to the extent possible;
- b. Program locations should reflect geographic diversity and, where relevant, social-economic diversity;
- c. Program evaluation should incorporate an examination of the program from a variety of perspectives, including the establishment of diversity criteria and how the program meets these criteria/goals.

#### **2. Program Content:**

- a. Orientation should include a session on multi-ethnicity and multiculturalism for in-bound participants as well as for participants going abroad;
- b. Through seminars, workshops, meetings and other forms of interaction, relevant diversity issues should be addressed either directly (as a topic) or indirectly (through contact with individuals of diverse backgrounds);
- c. Wrap-up and re-entry sessions should include a component on diversity issues observed in the U.S., and, if relevant, a comparative world-wide view of diversity;
- d. Resource lists and research material should contain a broad representation of subjects, authors and titles reflecting diversity in the U.S.;
- e. Program follow-up should ensure mechanisms for the continual promotion of diversity issues.

### **B. ECA's COMMITMENT TO PUBLIC PRIVATE PARTNERSHIPS (PPPs)**

ECA is reaching out to the private sector to engage in collaborative public-private partnerships that align with ECA's mission of building mutual understanding around the world. While there is a tremendous demand for ECA programs, meeting these demands and the challenges of the 21st century must come from collaboration between the public and private sectors. This tremendous demand, coupled with our past successes in developing public/private partnerships,

has led us to look for ways to further increase the effectiveness of our programs. We know that our educational, cultural and sports activities align strategically with the corporate social responsibility goals of corporations and the mission of many foundations.

Public/private partnership furthers the social responsibility goals of private sector philanthropy through focused investments in educational and cultural exchanges while amplifying the expanse and reach of ECA's programs. These programs build human potential and local capacity, highlight talent and can identify potential employees and consumers. Multinational companies are increasingly interested in human capacity building and being good global corporate citizens. Foundations have had a long track record of philanthropic work around the world. As a result, we launched a significant initiative in 2008 to further engage the private sector.

The Bureau of Educational and Cultural Affairs strongly encourages applicant organizations to consider developing sustainable public private partnerships in an effort to expand and increase the number of program participants and the overall impact and reach of ECA funded exchange programs and activities. Proposals should demonstrate a firm commitment to the advancement of PPPs in their proposal narrative and when possible, include letters of commitment from the organizations/companies with whom they are proposing to partner. Please note: Any/all proposed partnering relationships will be vetted with ECA's Office of Private Sector Exchanges and the Department's Office of the Legal Advisor to ensure there is no conflict of interest.

Proposal narratives should also demonstrate a willingness to coordinate closely with the program office(r) assigned to this project in collecting data and highlighting and publicizing successful public private partnerships that result from ECA funded assistance awards (grants and cooperative agreements).

### **C. ECA's GENERAL POLICY GUIDANCE ON ALUMNI OUTREACH/FOLLOW-ON AND ENGAGEMENT**

Proposals must include a plan outlining alumni outreach/follow-on and engagement. Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages. Reviewers will assess ways in which proposals provide substantive plans to prepare exchange program participants for their role as active, effective alumni and how the grantee organization will continue to engage with alumni once they return home. Recipient organization(s) must outline how alumni/follow-on activities will be sustained after the grant period.

All recipients of ECA grants or cooperative agreements (here-after referred to as "recipient organization(s)") will be expected to provide regular updates on alumni/follow-on activities throughout the period of performance. Proposals should also include plans to use alumni in recruitment and orientation programming of future participants.

As a general rule, ECA discourages support of individual one-time alumni/follow-on events for most of its exchange activities but rather is asking Recipient organization(s) to connect alumni with local non-governmental organizations, chambers of commerce or other private sector institutions to ensure long-term sustainability of alumni/follow-on activities. ECA encourages follow-on/alumni activities that have a strong multiplier effect and demonstrate significant impact on organizations with which the alumni is cooperating. Mentorships, internships, and job

shadowing experiences are encouraged. Please refer to actual solicitations (i.e. Request for Grant Proposals) for any specific additional guidance.

The Bureau expects that all recipient organization(s) will encourage and assist participants in registering and using the State Alumni website ([alumni.state.gov](http://alumni.state.gov)) and the ExchangesConnect website ([connect.state.gov](http://connect.state.gov)) at multiple points during their exchange experience, at a minimum during program orientations and pre-departure briefings as well as at the end of programs to encourage participants to create groups and/or forums on ExchangesConnect. Proposals should detail how the websites will be promoted to exchange participants and how the recipient organization(s) will facilitate participant registration. The Bureau expects that all recipient organization(s) will place a link to both State Alumni and ExchangesConnect on their own websites.

State Alumni, an interactive, dynamic and password-protected on-line global community, offers alumni a place to network; discover grants and funding opportunities; and research through over 20,000 international journals and newspapers. The web site is exclusively for alumni and features communities to discuss ideas and topics, as well as participate in Q&A Live sessions with experts.

ExchangesConnect is designed as a digital resource for the alumni of our exchange programs, youth audiences, and other groups around the world interested in international dialogue of mutual interest that furthers our goal of international understanding.

While applicant organizations may propose the use of websites for recruitment and selection, pre-departure and re-entry efforts/activities, the Bureau will not fund or support websites and/or website activities that are duplicative or run parallel to alumni/follow-on opportunities on ECA's State Alumni website.

Recipient organizations will be granted access to the password-protected State Alumni website to interact with program participants and alumni. ECA funds can be used to support the recipient organization's interaction with alumni and the management of the particular alumni community via the State Alumni website.

After awards have been finalized, all recipient organization(s) will be expected to work directly with the respective ECA program office, ECA's Office of Alumni Affairs and the Embassy-based alumni coordinator to provide regular updates on alumni activities, alumni follow-up and alumni participant data. Proposals should specifically acknowledge a commitment to this effort. All statistical information collected on ECA funded program participant(s) should be transferable to databases maintained by ECA.

ECA will provide general information on alumni outreach ideas as well as illustrative examples of State Alumni website pages on [exchanges.state.gov](http://exchanges.state.gov) that interested organizations can use in designing their alumni outreach strategies.

#### **D. ACKNOWLEDGEMENT OF ECA's FINANCIAL SUPPORT AND USE OF THE DEPARTMENT SEAL**

All recipients of ECA grants or cooperative agreements should be prepared to state in any announcement or publicity where it is not inappropriate, that activities are assisted financially

by the Bureau of Educational and Cultural Affairs of the United States Department of State under the authority of the Fulbright-Hays Act of 1961, as amended. Award recipients are strongly encouraged to use the Department seal on all promotional and related materials for ECA funded programs which support the commemoration of special occasions or events, but only after first obtaining written permission from the ECA program office(r) assigned to the project.

## **E. ADDITIONAL RESOURCES AND GUIDANCE**

### **1. OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS**

Organizations should be familiar with:

- a. OMB Circulars A-110 (Revised) (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations); and
- b. A-122/A-21 (Cost Principles for Nonprofit Organizations; Indirect Costs); A-133 (Audits of Institutions of Higher Education and Other Nonprofit Organizations) on cost accounting principles.

For a copy of the OMB circulars cited, please contact Government Publications or download from [http://www.whitehouse.gov/omb/circulars\\_default](http://www.whitehouse.gov/omb/circulars_default).

### **2. FUNDING OPPORTUNITIES AND FREQUENTLY ASKED QUESTIONS**

For advice on funding opportunities and general information regarding grant opportunities please visit <http://exchanges.state.gov/pro-admin.html>. Frequently asked questions for programs located in the Bureau of Educational and Cultural Exchanges can be located at <http://exchanges.state.gov/grants/faqs.html>.

### **3. J-VISA REQUIREMENTS**

22 CFR 62 – Exchange Visitor Programs <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&rgn=div5&view=text&node=22:1.0.1.7.37&idno=22> or for more information: <http://exchanges.state.gov>.

# DIVERSITY

## Bureau of Educational and Cultural Affairs

The Bureau of Educational and Cultural Affairs of the United States Department of State strives to ensure that all programs conducted under its mandate reflect the diversity of the intended audiences. The Bureau aggressively seeks and actively encourages the involvement of U. S. and international participants from traditionally underrepresented audiences in all its grants, programs and other activities. These audiences include, but are not limited to women, racial and ethnic minorities, people living in underserved geographic locations, religious minorities, people of lower socio-economic status and people with disabilities.



***The Diplomacy of Inclusion***